

U.S. Department of Housing & Urban Development  
**Office of Public & Indian Housing**  
**Real Estate Assessment Center**  
**Presents**

**Updated Enterprise Income  
 Verification (EIV) System Training &  
 Effective Use of the PIH EIV System  
 To Reduce Improper Payments**



May 2, 2011

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**Agenda**

- Welcome
- Special Presentation
- Reducing Improper Payments through use of EIV
- Review of HUD EIV Guidance
- What's New in EIV 9.2
  - Release Date: May 2, 2011
- Questions & Answers Session – Part 1

2

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**Agenda (Continued)**

- Effective Use of EIV to Reduce Improper Payments
  - Screening of Applicants
  - Former Tenant Search
  - Existing Tenant Search
- Questions & Answers Session – Part 2

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## Agenda (Continued)

- Effective Use of EIV to Reduce Improper Payments
  - Screening of Participants (Tenants)
    - Multiple Subsidy Report
    - Deceased Tenants Report
    - Identity Verification Report
    - Immigration Report
    - Income Reports
    - Income Discrepancy Resolution
    - Debts Owed to PHAs & Termination Module
- Questions & Answers Session – Part 3

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## Greetings...

Special Presentation

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## Congratulations Megan Profit!

Recipient of 2011 Management Staff Person of the Year Award



- Compliance Officer at Seattle Housing Authority
- Received the 2011 Management Staff Person of the Year Award from the Northwest Chapter of AHMA on 04/29/11
- "EIV Guru of the Northwest"
- Supervisor: Rhonda Hue

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## Greetings From Judge Judy



- Unfortunately, Judge Judy was unable to join us for this training session
- Message from Judge Judy:
- "Keep spreading the word!"

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## Remarks by President Obama



- On 7/22/2010, the President signed the Improper Payments Elimination and Recovery Act of 2010
- Purpose of the bill:
  - Cut down on fraud, waste, and abuse
  - Ensure that our government serves as a responsible steward for the tax dollars of the American people

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## Reducing Improper Payments

Through the Use of HUD's EIV System

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## Use of EIV to Reduce Improper Payments

- Through the use of EIV, PHAs can reduce improper payments, specifically
  - Ineligible assistance on behalf of:
    - Currently assisted individuals and families
    - Applicant (individuals and families)
- HUD will monitor EIV reports to ensure deficiencies are corrected and minimize the occurrence of improper payments

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## Use of EIV to Reduce Improper Payments (Continued)

- REAC's EIV/Improper Payments Assessment Team (IPAT) will monitor the following:
  - PIC Reporting & Overdue Reexam Rate
  - EIV Access & Utilization Rate
  - Deceased Tenants Rate
  - Identity Verification Rate
  - Income Discrepancy Rate (100% Threshold level)

11

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## Use of EIV to Reduce Improper Payments (Continued)

- HUD OIG will monitor the same reports as the REAC EIV/IPAT and the Multiple Subsidy Report
- PHAs are required to monitor various EIV reports on a monthly and quarterly basis
- PHAs are required to correct identified deficiencies

12

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## Required Monitoring of EIV Reports - Monthly

- Deceased Tenants Report
- Identity Verification Report
- Immigration Report

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## Required Monitoring of EIV Reports - Quarterly

- Income Discrepancy Report (HUD only)
- Multiple Subsidy Report
- New Hires Report
  - Only if your agency has an interim increase policy **and** modifies family rent contribution in between annual reexams

14

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## HUD EIV GUIDANCE

Published PIH Notices

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## PIH Notice 2011-2 Extends PIH Notice 2010-3

Guidance: Verification of Social Security Numbers (SSNs), Social Security (SS) & Supplemental Security Income (SSI) Benefits

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## PIH Notice 2011-2

- Guidance explains required procedures for verifying SSNs and SS/SSI benefits
- Issued 01/12/2011
- Extends PIH Notice 2010-3, originally issued on 01/20/2010
- Reminder:
  - By now all required household members must have a valid SSN reported on the 50058
  - Live-in aides and foster children/adults are required to disclose SSN

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## PIH Notice 2010-50 Revises PIH Notice 2010-9

Effective Use of EIV's Deceased Tenants Report to Reduce Subsidy Payment & Administrative Errors

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## PIH Notice 2010-50

- Issued in response to OIG recommendation under audit report 2010-FW-0001, related to improper payments made on behalf of deceased tenants
- Issued 12/30/2010; Revises PIH Notice 2010-9, originally issued on 03/30/2010
- Guidance on required procedures to:
  - Ensure accurate data submission via PIC
  - Avoid improper HAP to landlords
  - Recover improper HAP from landlords

19

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## PIH Notice 2010-50 (Continued)

- Section 8 landlords are not eligible to receive HAP for any month following the month in which the death occurred
- Public Housing program – family is allotted 14 days to remove belongings from unit
  - Unless local or state Tenant/Landlord law requires shorter or longer time frame
- PHAs must comply with local or state Tenant/Landlord law with respect to regaining possession of the unit

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## PIH Notice 2010-19

Administrative Guidance for Effective and Mandated Use of the EIV System

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## PIH Notice 2010-19

- Guidance for effective and mandated use of the EIV system
- Issued 05/17/2010, and will be extended for another year
- Establishes Verification Hierarchy
  - Identifies and defines verification techniques
- Specifies required file documentation to demonstrate compliance with mandated use of EIV
- Updated Guidance coming in Summer 2011

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## Penalties for Non-Compliance With Mandated EIV System Use

- HUD Headquarters conducts monthly monitoring of PHA access and usage of EIV
- PHAs may be subject to:
  - Sanctions; and/or
  - Disallowed costs
- PHAs may avoid penalties by complying with HUD requirements and requests for documentation and/or information

23

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## What's New in EIV 9.2

Release Date: May 2, 2011

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## What's New in EIV 9.2

### New Features

- Recently accessed record from listing is highlighted
- Modified Multiple Subsidy Report
- Modified Report Selection Criteria
- Print Household Member Information
- Modified Certification Page
- Modified Debts Owed to PHAs & Terminations Module

25

## Highlighted Record

Income Information >> By Recertification Month >> Reports Summary >> Income Report Summary

Income Report Summary					
Participant Code:	PH00000000000000000000				
Program Type:	ALPHA Program				
Recertification Month:	March				
Households With Income:	3				
Download in Excel Printer Friendly Page with ICN					
Search By HOH Last Name: A C D E F G H I J K L M N O P Q R S T U V W X Y Z AA					
1 - 3 of 3 Households					
Summary Reports	Details	Report	Print	Download	See Address
1-2-2011-03-28	Income	Income	Print	Download	1-2-2011-03-28
1-2-2011-03-28	Income	Income	Print	Download	1-2-2011-03-28
1-2-2011-03-28	Income	Income	Print	Download	1-2-2011-03-28

The system highlights the most recently access record  
Users no longer have to guess which record they just accessed

26

## Multiple Subsidy Report

- Streamlined query process
- EIV searches within and across both PIH and MFH program and displays all results of potential duplicate rental assistance

Verification Reports >> Multiple Subsidy Report >> Report Selection

**Multiple Subsidy Report**

By Participant Code: [Enter a Participant Code] [Go]

☒ All household members  
☐ Only adult household members  
☐ Only household members under the age of 19

Search

EIV will search within and across both the PIH and MFH programs

PIH: Public and Indian Housing  
MFH: Multifamily Housing

27

## Multiple Subsidy Report – Report Summary (Top)

Verification Reports >> Multiple Subsidy Report >> <b>Report Selection</b> >> Multiple Subsidy Report Summary	
Multiple Subsidy Report Summary	
Participant Code:	CH001
Household Members Receiving Multiple Subsidies:	16
Program Type:	Within PIH and MF Programs
Household Member Selection:	Only adult Household Members
<a href="#">Printer-Friendly Version</a> <a href="#">Download in Excel</a>	

### Report criteria and results

28

## Multiple Subsidy Report – Report Summary (Bottom)

1 - 16 of 16 Household Members			
Summary Reports	Detail Reports		
Household Member ID	Household Member Name	Household Member Age	Count of Subsidies for this Household Member
CH001-0001	BOLNEY, BRYAN	27/01/1982	2
CH001-0002	BOLNEY, BRYAN	27/01/1982	2
CH001-0003	BOLNEY, BRYAN	27/01/1982	2
CH001-0004	BOLNEY, BRYAN	27/01/1982	2
CH001-0005	BOLNEY, BRYAN	27/01/1982	2
CH001-0006	BOLNEY, BRYAN	27/01/1982	2
CH001-0007	BOLNEY, BRYAN	27/01/1982	2
CH001-0008	BOLNEY, BRYAN	27/01/1982	2
CH001-0009	BOLNEY, BRYAN	27/01/1982	2
CH001-0010	BOLNEY, BRYAN	27/01/1982	2
CH001-0011	BOLNEY, BRYAN	27/01/1982	2
CH001-0012	BOLNEY, BRYAN	27/01/1982	2
CH001-0013	BOLNEY, BRYAN	27/01/1982	2
CH001-0014	BOLNEY, BRYAN	27/01/1982	2
CH001-0015	BOLNEY, BRYAN	27/01/1982	2
CH001-0016	BOLNEY, BRYAN	27/01/1982	2

Note: This report identifies household members that potentially may be receiving multiple subsidies.  
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

- Default display of **Summary Reports** tab
- Select **Detail Report** tab to see details

29

## Multiple Subsidy Report – Detail Reports

1 - 16 of 16 Household Members	
Summary Reports	Detail Reports
Household Member Information	
Household Member SSN	***-**-7045
Household Member Name	BOLNEY, BRYAN
Household Member DOB	07/01/1981
Count of Subsidies	2
Household Information of Households Where BOLNEY, BRYAN'S Receives Subsidy	
HOH SSN	***-**-7045
HOH Name	BOLNEY, BRYAN
Relationship to HOH	Head
Program Type	Voucher
Project Code	2010-02-01
SSSIS Effective Date	Annual Reexamination
Type of Action	gr p01 600, Columbus, OH, 333-94210
PIH Address	CH001, Columbus, OH, 33210
PIH Address	vec sg23 ghv 400, COLUMBUS, OH, 33210
PIH Telephone Numbers	Office: (614) 421-4000 Fax: (614) 421-4305

30

## Modified Report Selection Criteria

- Users may access data for specific form HUD-50058 action types:
  - 1- New Admission
  - 2- Annual Reexam
  - 3- Interim Reexam
  - 4- Portability Move-in
  - 14- Historical Adjustment

31

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## Modified Report Selection Criteria (Continued)

- For the following reports:
  - Deceased Tenants Report
  - Income Discrepancy Report
  - Identity Verification Report
  - Immigration Report
  - New Hires Report

32

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## Modified Report Selection Criteria (Continued)

Verification Reports >> Immigration Report >> Report Selection

Select Program Type	Reexamination Month	Action Type
Program Type: All Programs	Reexamination Month: All	Action Type: All
Select Region:		
PSA: NY005 - New York City Housing Authority		

Get Report

33

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## Print Household Member Information

- Users have the option to print member-specific income information
- With this *new* feature, redaction of EIV Income Reports is no longer required!

**Wage and Benefit Report for Household of Rozzhrvp h ARGIL**

PHA Code: CH001      Program Type: Sec 8 Vouchers  
 PHA Name: CH001 Columbus MHA      Project:  
 Annual Reexamination Date: 03/01/2011      Form 50058 as of: 09/10/2010  
 Address: last emrgtgs 8382 Reynoldsburg OH 530-68410  
 Most Recent Type of Action: 3 term Reexamination      Effective Date: 10/01/2010

Head of Household: Rozzhrvp h ARGIL  
 Social Security Number: \*\*\*\*-\*\*-3135      Date of Birth: XXXXX/1980

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
 Report Generated By: M00034 FIRST - M00034 LAST - uv

The difference between the gross and net benefit may include the Medicare premium and/or additional deductions, such as garnishments, which are not listed on the report.

Household Member: Rozzhrvp h ARGIL      SSN: \*\*\*\*-\*\*-3135      **Print Household Member Information**  
 Date of Birth: XXXXX/1980      Relationship: Head

34

## Tenant/PHA Certification Page

- Additional text to inform PHAs that use of the Certification Page is **NOT** required

**Summary Report**    **Certification Page**    **Income Report**    **Income Discrepancy Report**    (Print)

The following household member's EIV-reported income has been reviewed and verified by the PHA.

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Monthly Verification Status
***-**-3135	DAN	ROZZHRVP	10/01/1980	30	Head	Verified

PHAs are not required to use this Certification Page. It is a courtesy document for PHAs and tenants to confirm their review of the EIV Income Report and for tenants to document their agreement or disagreement with EIV-reported income information.

By signing below, the PHA certifies that:

- Each member of the household who is at least 18 years of age has signed a consent form in accordance with HUD regulations.
- Any substantial disparities between tenant-reported and EIV-reported income have been written in accordance with the PHA's Privacy Act and HUD regulations.

PHA Staff - Printed Name: \_\_\_\_\_ PHA Staff - Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, the household member certifies that: This PHA has disclosed the EIV-reported income information that appears to be correct, and:

( ) I agree with the EIV-reported information or ( ) I disagree the EIV-reported information for the following reason(s):

I was employed by that employer  
 I was employed by another employer in capacity dated: / /  
 I was self-employed  
 I was employed by another employer in capacity dated: / /  
 I was unemployed  
 I was employed by another employer in capacity dated: / /  
 Other: \_\_\_\_\_

35

## Tenant/PHA Certification Page (Continued)

- Certification Page available under By Reexamination Month

**Summary Report**    **Certification Page**    **Income Report**    **Income Discrepancy Report**    (Print)

The following household member's EIV-reported income has been reviewed and verified by the PHA.

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Monthly Verification Status
***-**-3135	DAN	ROZZHRVP	10/01/1980	30	Head	Verified

PHAs are not required to use this Certification Page. It is a courtesy document for PHAs and tenants to confirm their review of the EIV Income Report and for tenants to document their agreement or disagreement with EIV-reported income information.

By signing below, the PHA certifies that:

- Each member of the household who is at least 18 years of age has signed a consent form in accordance with HUD regulations.
- Any substantial disparities between tenant-reported and EIV-reported income have been written in accordance with the PHA's Privacy Act and HUD regulations.

PHA Staff - Printed Name: \_\_\_\_\_ PHA Staff - Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, the household member certifies that: This PHA has disclosed the EIV-reported income information that appears to be correct, and:

36

## Debts Owed to PHAs & Terminations

- Search for Former Tenant:
  - Any household member (not just HOH)
  - Including tenants with an alternate ID
  - By SSN, last name, and/or date of birth
- Enter/Update Information:
  - By SSN or Batch
    - By Batch – **New** look and feel of EOP listing page
  - For HOHs with an alternate ID
- Identification of current tenant with previously reported adverse information

37

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## Debts Owed to PHAs & Terminations (Continued)

- **New** Report Selection Criteria
- **New** Judgment Indicator
- Multiple record deletions
- Column Sorting

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## Search for Former Tenant

Debts Owed to PHAs & Terminations >> Search for Former Tenant

Search for Former Tenant - Enter one or a combination of the following data fields and click on Get Information:

Enter Household Member's Social Security Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enter Household Member's Last Name	<input type="text"/>	exact match	<input type="button" value="v"/>
Enter Household Member's Date of Birth (mm/dd/yyyy)	<input type="text"/>		
<input type="button" value="Get Information"/>			

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## Search for Former Tenant - Error Message # 1

Debts Owed to PHAs & Terminations >> Search for Former Tenant

• Please enter a valid nine digit Social Security Number.

Search for Former Tenant - Enter one or a combination of the following data fields and click on Get Information:

Enter Household Member's Social Security Number: +00 -121 -7027

Enter Household Member's Last Name: exact match

Enter Household Member's Date of Birth (mm/dd/yyyy):

Get Information

**"Please enter a valid nine digit Social Security Number"**

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## Search for Former Tenant - Error Message # 2

Debts Owed to PHAs & Terminations >> Search for Former Tenant

• Search by Only Date of Birth is not permitted. Enter Last Name and Date of Birth.

Search for Former Tenant - Enter one or a combination of the following data fields and click on Get Information:

Enter Household Member's Social Security Number: -121 -7027

Enter Household Member's Last Name: exact match

Enter Household Member's Date of Birth (mm/dd/yyyy): 05/21/1971

Get Information

**"Search by Only Date of Birth is not permitted. Enter Last name and Date of Birth"**

41

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## Enter/Update Information

- Debts Owed to PHAs & Terminations**
- Search for Former Tenant
  - Enter/Update Information
    - By SSN
    - By Batch
  - Debts Owed to PHAs & Terminations Report

42

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## Enter/Update Information by SSN

Enter/Update Information >> By SSN

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Enter HOH SSN and click on Get Information:

Enter HOH Social Security Number  -  -

43

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## Enter/Update Information by Batch

Debts Owed to PHAs & Terminations Report >> Enter/Update Information >> Report Selection

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**Report Selection:**

Program Type:

End Of Participation Month:

**Select Region:**

☒ PHA

44

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## Enter/Update Information by Batch - New Look and Feel of EOP Listing Page

- **New Columns:**
  - Deletion check box
  - End of Participation Date
  - Program Type
  - Unit Address
  - Enter/Edit Information

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## Enter/Update Information by Batch - New Look and Feel of EOP Listing Page (Continued)

### Removed Columns:

- Debt Owed to PHA
- Bankruptcy
- Reason for Termination
- Edit
- Delete

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## Enter/Update Information for HOHs with an Alt ID

Delete Owned to PHA & Terminations >> Enter/Update Information >> Report Selection >> List Page

PHA Statistics						
Program Type	Section 8					
End Of Participation Month	March					
PHS Name	2001 Columbia Metropolitan Housing Authority					
Number of Tenants Identified	167					

Download to Excel  
Print as Friendly Version

1 to 50 of 167 Households Next

Buttons:

Tenant data for PHA: 2001 Columbia Metropolitan Housing Authority						
Owner ID	HOH ID	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	400-21-7521	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information
<input type="checkbox"/>	400-21-3889	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information
<input type="checkbox"/>	400-21-3890	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information
<input type="checkbox"/>	400-21-3891	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information
<input type="checkbox"/>	400-21-3892	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information

47

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## Enter/Update Information - Multiple Record Deletion

Delete Owned to PHA & Terminations >> Enter/Update Information >> Report Selection >> List Page

PHA Statistics						
Program Type	Section 8					
End Of Participation Month	April					
PHS Name	2001 Columbia Metropolitan Housing Authority					
Number of Tenants Identified	271					

Download to Excel  
Print as Friendly Version

1 to 50 of 271 Households Next

Buttons:

☒ All 20 Households are selected for deletion

Tenant data for PHA: 2001 Columbia Metropolitan Housing Authority						
Owner ID	HOH ID	HOH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input checked="" type="checkbox"/>	400-21-7521	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information
<input checked="" type="checkbox"/>	400-21-3889	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information
<input checked="" type="checkbox"/>	400-21-3890	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information
<input checked="" type="checkbox"/>	400-21-3891	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information
<input checked="" type="checkbox"/>	400-21-3892	Applvth, Incvsth	2010-02-09	Section 8	621 Seaview Pl Columbia, OH 43221	Enter Information

48

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## Enter/Update Information – Multiple Record Deletion (Continued)

Suite Owed to PHSA & Terminations >> Enter/Update Information >> [Request Selection](#) >> List Page

**Risk Statistics**

Program Type	44
End of Participation Month	April
Risk Name	CHSD Columbia Interceptor Housing Authority
Number of Tenants Identified	271

Download in Excel  
Printed Friendly Version

1 to 50 of 271 Households ◯ Next

[Select All](#) [Download All](#)

1. Selecting with End of Date or Action Information allowed to be deleted

Household	HCH ID#	HCH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>

49

## Enter/Update Information - Column Sorting

Suite Owed to PHSA & Terminations >> Enter/Update Information >> [Request Selection](#) >> List Page

**Risk Statistics**

Program Type	Section 8
End of Participation Month	March
Risk Name	CHSD Columbia Interceptor Housing Authority
Number of Tenants Identified	167

Download in Excel  
Printed Friendly Version

1 to 50 of 167 Households ◯ Next

[Select All](#) [Download All](#)

1. Selecting with End of Date or Action Information allowed to be deleted

Household	HCH ID#	HCH Name	End of Participation Date	Program Type	Unit Address	Enter/Edit Information
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>
<input type="checkbox"/>	MSD-04-448	area - mchd, n	04/1/2009	Public Housing		<a href="#">Enter Information</a>

50

## New Judgment Indicator

Suite Owed to PHSA & Terminations >> Enter/Update Information >> [Request Selection](#) >> List Page >> Edit Information

Enter/Update Information for: \*\*\*-\*\*-6035

HCH ID#: \*\*\*-\*\*-6035

HCH Name: tpick, mchd, n

Debt Owed: \$

Bankrupt: ☐

Repayment Agreement: ☐

Default on Repayment Agreement: ☐

Judgment:

End of Participation Status: (hold down ctrl to select multiple)

- ☐ Failure to pay "retroactive rent"
- ☐ Failure to pay "rent"
- ☐ Failure to pay other charges
- ☐ Failure to complete annual means
- ☐ Criminal activity - Drugs
- ☐ Criminal activity - Sex Offender
- ☐ Criminal activity - Violent
- ☐ Criminal activity - Other
- ☐ Lease Violations

(\* You must enter a debt amount greater than 0.

[Submit](#) [Clear](#) [Cancel](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

51

## Warning of Reported Adverse Information of Current Tenant

- Only batch EIV Income Reports now contain a warning message to alert PHA that there is adverse information reported about current tenant who was previously assisted
- By Reexamination Month
- Details Report

52

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## Warning of Reported Adverse Information of Current Tenant (Continued)

Income Information ** By Reexamination Month ** Reports Summary ** Income Detail Report			
<b>Income Report Detail</b>			
Participant Code	02000000000000000000		
Program Type	All PMA Programs		
Reexamination Month	March		
Household With Income	275		
By RMR Last Report Date	45		
Printer: J. Smith, Version: 0000, Confidential Page			
Next Group			
1 - 10 of 210 Reexaminations, Last Page			
<b>Summary Reports</b> <b>Detail Reports</b>			
Range and Month Report for Month(s) of 0000			
Print Code	0000	Program Type	T
Print Name	00000000000000000000	Printed	03/10/2010
Annual Reexamination Date	03/10/2010	Form 50000 as of	03/10/2010
Address	00000000000000000000		
Detail Report Type of Action	0 - Annual Reexamination	Effective Date	03/10/2010
Household Income (LARI)	00000000000000000000	Date of Birth	00/00/0000
Household Income (LARI)	00000000000000000000	Date of Birth	00/00/0000
Household Income (LARI)	00000000000000000000	Date of Birth	00/00/0000
Warning: There is a data verification issue for this individual. See the Tenant Detail Report for more information.			
Development Information			
00000000000000000000			

53

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## Effective Use of EIV to Reduce Improper Payments

Screening of Applicants:  
Former Tenant Search

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## Former Tenant Search

- PHAs are required to conduct a former tenant search for all adult applicant household members
- Purpose:
  - Determine suitability for initial rental assistance
  - Avoid providing limited federal housing assistance to families who:
    - Previously did not comply with HUD program requirements; and/or
    - Owed money to a PHA as of the end of participation (EOP) date

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## Former Tenant Search (Continued)

- PHAs are required to deny assistance in accordance with the PHA's established policy
- **At this time**, HUD regulations do **not** require PHAs to deny assistance to a family with reported adverse information in EIV
- Presidential Memorandum of June 18, 2010, *Enhancing Payment Accuracy Through a "Do Not Pay List"* directs agencies to access available information in various databases to prevent improper payments **before** they occur

56

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## Former Tenant Search (Continued)

- HUD strongly encourages PHAs to adopt policies which will:
  - Hold families (culpable family members) accountable for their actions or inactions which results in fraud, waste, or abuse of HUD rental assistance programs
  - Prevent improper payments on behalf of potential beneficiaries of HUD rental assistance programs

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## Required Documentation of Former Tenant Search Results

- PHAs must document the results of its former tenant search by:
  - Retaining the positive search results (Debts Owed to PHAs and End of Participation Report) in the applicant file; and
  - Recording the negative search results in the applicant file and the date of the results
    - i.e., "No former tenant search results for all household members as of 05/02/2011"

58

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## How to Conduct a Former Tenant Search

- PHA users with the following assigned EIV roles can conduct a Former Tenant Search:
  - PHA Occupancy – Application Processor
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the **Search for Former Tenant** link from EIV's left navigation panel located under the **Debts Owed to PHAs & Termination** header

59

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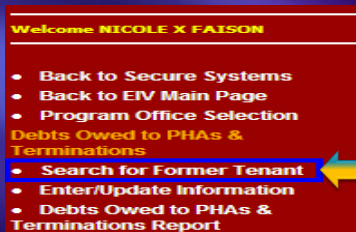
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## How to Conduct a Former Tenant Search (Continued)



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## Former Tenant Search Results - Negative

Debts Owed to PHAs & Terminations >> [Search for Former Tenant](#) >> Former Tenant

[Printer Friendly Version](#)

No data found for SSN:\*\*\*-\*\*-4098

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By - M00XXXX FIRST - M00334 LAST - ulv

64

## Former Tenant Search Results - Positive (Top)

Debts Owed to PHAs & Terminations >> [Search for Former Tenant](#) >> Former Tenant

[Printer Friendly Version](#)

Debts Owed to PHA & End of Participation Report for Household of AMBER F SMITTY as of 01/16/2011			
Date of Initial Entry:	09/21/2009	Date of Update:	10/16/2009
Updated By:	102046		
PHA Code:	TH054	Program Type:	Public Housing
PHA Name:	Cleveland Housing Authority	Project:	TH054-00001
PHA Address:	cleveland 774 42177-0562		
PHA Telephone Number:	(423) 479-9839	PHA Fax Number:	(423) 339-0364
Former Tenant Address:			
End of Participation Date:	07/03/2010	Bankruptcy:	No
Debts Owed to PHA:	\$020.21	Repayment Agreement:	No
End of Participation Status:	Failure to pay rent	Default on Repayment Agreement:	No
		Judgment:	No
Head of Household: AMBER F SMITTY			
Social Security Number:	***-**-5000	Date of Birth:	03/03/1986

65

## Former Tenant Search Results - Positive (Bottom)

Household Members

Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-4098	AMBER	SMITTY	03/03/1986	23	Head	Verified
***-**-5075	ANGELA	PLUZKOLD	10/03/2003	4	Other Youth Under 18	Verified

**NOTES TO AMBER F SMITTY:**  
This debt owed and/or termination information was reported to the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA to verify if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. **You must dispute this information within 60 days from the final date of termination. Otherwise, the disputed information is assumed correct.** Your filing of a dispute will not result in the removal of debt owed or termination information from HUD's Enterprise Income Verification (EIV) system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged in the bankruptcy court, your record will be updated to include the bankruptcy indicator. The PHA will notify you of its action regarding your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

**Important Information:**  
- Upon your request, the PHA must give you the information that pertains to you and maintained in HUD's EIV system.  
- If PHA that administers the Public Housing and Housing Choice Voucher (HCV) programs have access to debt owed and termination information of all former program participants.  
- If you tell the PHA that your record contains inaccurate information, the PHA must promptly investigate the matter and inform you in writing the outcome of their investigation.  
- The PHA must correct or, at the user's choice, delete inaccurate debt owed or termination information contained in the EIV system.  
- Debt owed and/or termination information will be maintained in EIV for a period of ten (10) years from the end of participation date.  
- Your future request application for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a housing program.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By - M00XXXX FIRST - M00334 LAST - ulv

66



## Required PHA Actions Based on Positive Search Results

- Provide the family with a copy of the Debt Owed to PHA & EOP Report
- For unpaid debts:
  - Deny admission in accordance with PHA policy; or
  - Require family to:
    - Repay the reporting PHA and provide your agency with a receipt of payment; or
    - Enter into a repayment agreement and provide your agency with a copy of the agreement

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## Required PHA Actions Based on Positive Search Results

- For adverse terminations:
  - Deny admission in accordance with PHA policy
- HUD regulations grant PHAs discretionary authority to deny assistance

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## Effective Use of EIV to Reduce Improper Payments

Screening of Applicants:  
Existing Tenant Search

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## Existing Tenant Search

- Purpose:
  - Determine eligibility for initial rental assistance
  - Avoid providing duplicate rental housing assistance to families already assisted
  - Determine allowable dependent allowance
    - Applicable to child only once

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## Existing Tenant Search (Continued)

- PHAs are required to:
  - Conduct an existing tenant search for all household members
  - Provide the family with a copy of the Existing Tenant Search Results
  - Require the family to provide documentation of move-out from assisted unit
    - i.e., vacate notice
  - If necessary, contact PHA or landlord to confirm and obtain documentation of current tenancy status
    - i.e., EOP form HUD-50058 or HUD-50059

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## Existing Tenant Search (Continued)

- PHAs are required to:
  - Deny assistance; or
  - Approve assistance contingent upon move-out of currently occupied assisted unit
- **At no time may a family receive duplicate assistance**

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## How to Conduct an Existing Tenant Search

- PHA users with the following assigned EIV roles can conduct an Existing Tenant Search:
  - PHA Occupancy – Application Processor
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the **Existing Tenant Search** link from EIV's left navigation panel located under the **Verification Reports** header

73

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## How to Conduct an Existing Tenant Search (Continued)

### Verification Reports

- Existing Tenant Search**
- Multiple Subsidy Report
- Disaster Tenant Information
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report

74

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## How to Conduct an Existing Tenant Search (Continued)

Verification Reports >> Multiple Subsidy Report >> Report Selection

Multiple Subsidy Report	
By Participant Code:	<input type="text" value="00001 - Columbus Metropolitan Housing Authority"/> <input type="text" value="00002 - Select a Participant Code"/> <input type="text" value="00003 - New York City Housing Authority"/> <input type="text" value="00004 - Columbia Metropolitan Housing Authority"/>
<input type="radio"/> All household members <input type="radio"/> Only adult household members <input type="radio"/> Only household members under the age of 18	
<input type="button" value="Search"/>	
EIV will search within and across both the PIH and MFH programs	
PIH: Public and Indian Housing MFH: Multifamily Housing	

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## How to Conduct an Existing Tenant Search (Continued)

- The PHA's Code is listed in the Participant Code drop down menu
- Select **All Household Members** (Note: By default this selection is already made)
- Click on the **Search** button
- EIV will display either negative or positive search results

76

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## Existing Tenant Search Results - Negative

Verification Reports >> [Existing Tenant Search](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

[Printer-Friendly Version](#)

<b>PHI Tenant Match Results - 0 match found.</b>
No match found in PHI programs for SSN: ***-**-8932
<b>MF Tenant Match Results - 0 match found.</b>
No match found in MF programs for SSN: ***-**-8932

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By: 000333 FIRST - 000034 LAST - ulv

77

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## Existing Tenant Search Results - Positive

Verification Reports >> [Existing Tenant Search](#)

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

[Printer-Friendly Version](#)

<b>PHI Tenant Match Results - 1 match found.</b>
SSN: ***-**-8932
HOH SSN: ***-**-8932
HOH First Name: philipmough
HOH Last Name: 034206
Program Type: Voucher
SSNOR Type (if Active): New Admission
SSNOR Effective Date: 01-01-2010
PIA: 00000 New York City HA
PIA Address: 400 West 108th St, NY 10461-0702
PIA Telephone: Office: (212) 350-3000 Fax: (212) 350-0880
PIA Email: [REDACTED]
<b>MF Tenant Match Results - 0 match found.</b>
No match found in MF programs for SSN: ***-**-8932

**ALERT:** This individual may be currently assisted.  
Follow-up with respective PHA/Owner/Agent to confirm individual's program participation status before admission into program.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

78

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## Effective Use of EIV to Reduce Improper Payments

Screening of Participants (Tenants)

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## Effective Use of EIV to Reduce Improper Payments

Multiple Subsidy Report

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## Multiple Subsidy Report

- PHAs are required to:
  - Monitor the Multiple Subsidy Report on a quarterly basis for all household members
  - If necessary, update family composition to remove household members who no longer reside in the unit
  - If applicable, terminate duplicate assistance; or
  - Require the family to immediately terminate participation in the other rental assistance program
  - Maintain documentation of resolved duplicate subsidy issue in tenant file

81

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## How to Generate the Multiple Subsidy Report

- PHA users with the following assigned EIV roles can generate the Multiple Subsidy Report:
  - PHA Occupancy – Application Processor
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the **Multiple Subsidy Report** link from EIV's left navigation panel located under the **Verification Reports** header

82

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## How to Generate the Multiple Subsidy Report (Continued)

### Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report**
- Disaster Tenant Information
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report

83

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## How to Generate the Multiple Subsidy Report (Continued)

Verification Reports >> Multiple Subsidy Report >> Report Selection

Multiple Subsidy Report	
<input checked="" type="radio"/> By Participant	Select a Participant Code
<input type="radio"/> All household members <input type="radio"/> Only adult household members <input type="radio"/> Only household members under the age of 18	
<input type="button" value="Search"/>	
EIV will search within and across both the PIH and MFH programs	
PIH: Public and Indian Housing MFH: Multifamily Housing	

84

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## How to Generate the Multiple Subsidy Report (Continued)

- Select report criteria
- Click on the **Search** button
- EIV searches within and across both PIH and MFH programs and displays all results of potential duplicate rental assistance
- EIV will display summary and detail results

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## Multiple Subsidy Report – Report Summary (Top)

Verification Reports >> Multiple Subsidy Report >> Report Selection >> Multiple Subsidy Report Summary

Multiple Subsidy Report Summary	
Participant Code:	CH001
Household Members Receiving Multiple Subsidies:	16
Program Type:	Within PIH and MFH Programs
Household Member Selection:	Only adult Household Members

[Print-Friendly Version](#)  
[Download in Excel](#)

- Report criteria and results

86

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## Multiple Subsidy Report – Report Summary (Bottom)

Summary Reports      **Detail Reports**      1 - 16 of 16 Household Members

Household Member ID	Household Member Name	Household Member ID	Household Member Name	Count of Subsidies for this Household Member
CH001-000001	Household Member 1	CH001-000001	Household Member 1	2
CH001-000002	Household Member 2	CH001-000002	Household Member 2	2
CH001-000003	Household Member 3	CH001-000003	Household Member 3	2
CH001-000004	Household Member 4	CH001-000004	Household Member 4	2
CH001-000005	Household Member 5	CH001-000005	Household Member 5	2
CH001-000006	Household Member 6	CH001-000006	Household Member 6	2
CH001-000007	Household Member 7	CH001-000007	Household Member 7	2
CH001-000008	Household Member 8	CH001-000008	Household Member 8	2
CH001-000009	Household Member 9	CH001-000009	Household Member 9	2
CH001-000010	Household Member 10	CH001-000010	Household Member 10	2
CH001-000011	Household Member 11	CH001-000011	Household Member 11	2
CH001-000012	Household Member 12	CH001-000012	Household Member 12	2
CH001-000013	Household Member 13	CH001-000013	Household Member 13	2
CH001-000014	Household Member 14	CH001-000014	Household Member 14	2
CH001-000015	Household Member 15	CH001-000015	Household Member 15	2
CH001-000016	Household Member 16	CH001-000016	Household Member 16	2

1 - 16 of 16 Household Members

Note: This report identifies household members that potentially may be receiving multiple subsidies.  
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

- Default display of **Summary Reports** tab
- Select **Detail Report** tab to see details

87

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## Multiple Subsidy Report – Detail Reports

Summary Reports: **Detail Reports** 1 - 16 of 16 Household Members

Household Member Information	
Household Member SSN	***-**-7045
Household Member Name	bovey BVCHMVS
Household Member DOB	07/01/1941
Count of Subsidies	2

Household Information of Households Where Bovey BVCHMVS Receives Subsidy	
HOH SSN	***-**-7045
HOH Name	bovey BVCHMVS
Relationship to HOH	Head
Program Type	Voucher
Project Code	
50058 Effective Date	2010-02-01
Type of Action	Annual Reexamination
Unit Address	gh pdt 806, Columbus, OH, 333-94210
PHA	OH001 Columbus MPRA
PHA Address	we ng20 gray Ave., COLUMBUS, OH, 33210
PHA Telephone Numbers	Office: (614) 421-4000 Fax: (614) 421-4395

88

## Alert of Potential Multiple Assistance on Income Report

Summary Report: **Income Report** Income Discrepancy Report

Wage and Benefit Report for Household of LUL			
PIHA Code:	MC001	Program Type:	See 5 Voucher
PIHA Name:	87 LCOLIB	Project:	
Annual Reexamination Date:	01/01/2009	Form 50058 as of:	01/31/2008
Address:	361 LANTON Bv	Effective Date:	01/01/2008
Most Recent Type of Action:	1-New Admission		

Head of Household: LUL ABDI  
Social Security Number: \*\*\*-\*\*-2872 Date of Birth: XXX/XX/1967

Family Member:	SSN:	Relationship:
LUL ABDI	***-**-2872	Head

*EDV received no income or benefit data.*

\* This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details. **Indicator**

Family Member:	SSN:	Relationship:
ADAMSON	***-**-9897	Other Adult

*EDV received no income or benefit data.*

\* This member may be receiving multiple subsidies. See the Multiple Subsidy Tenant Report for details.

89

## Reasons For False-Positives

- PHA or owner/management agent did not update family composition on form HUD-50058 (PIH) or 50059 (MFH) to remove family members who have moved out of the unit
  - i.e., a household member shows up as a household member in one unit and as the HOH in another unit
- Family is using voucher at eligible project-based Section 8 program
  - i.e., unit address is the same

90

## Reasons For False-Positives (Continued)

- It is not uncommon for false-positives for former MFH program participants
- EOP 50059s are deleted from TRACS
- PIH will work with MFH to ensure availability of EOP 50059s for PIH EIV

91

## Detail Multiple Subsidy Report Example of False-Positive #1

Member Information	
Member SSN	WILLIAMS
Member Last Name	WILLIAMS
Member EOP	50059/1903
Count of Subsidies	2
Detailed Information of Households Where WDC LAMS Recovers Subsidy	
Member First Name	WILLIAMS
Member SSN	WILLIAMS
Program Type	Section 8 Based Assistance
Relationship for the Member	Head
Project Code	00010000
Unit Effective Date	03/01/2009
Type of Action	Annual Reexamination
Unit Address	14000 Baltimore City Housing Authority
PIA Address	417 E FAYETTE Street, BALTIMORE, MD, 21202
PIA Telephone Numbers	Office: (410) 596-3232 Fax: (410) 545-7771
Member First Name	WILLIAMS
Member SSN	WILLIAMS
Program Type	Public Housing
Relationship for the Member	Head
Project Code	0000000003
Unit Effective Date	01/01/2009
Type of Action	Annual Reexamination
Unit Address	801 WYMANCHE AVE SW, Baltimore, MD, 21216
PIA Address	14000 Baltimore City Housing Authority
PIA Telephone Numbers	Office: (410) 596-3232 Fax: (410) 545-7771

92

## Detail Multiple Subsidy Report Example of False-Positive #2

Member Information	
Member SSN	75
Member Last Name	BALL
Member EOP	020100044
Count of Subsidies	2
Detailed Information of Households Where BALL Recovers Subsidy	
Member First Name	D
Member SSN	75
Program Type	Section 8
Relationship for the Member	Head
Project Code	00010000
Unit Effective Date	03/01/2007
Type of Action	Annual Reexamination
Unit Address	1101 19 1319 N Capital Street, SE of SE, Washington, DC, 20003
PIA Address	1101 19 1319 N Capital Street, SE of SE, Washington, DC, 20003
PIA Telephone Numbers	Office: (202) 355-1500 Fax: (202) 355-1749
Member First Name	D
Member SSN	75
Program Type	Section 8
Relationship for the Member	Head of Household
Project Code	00010000
Unit Effective Date	03/01/2007
Type of Action	Annual Reexamination
Unit Address	1101 19 1319 N Capital Street, SE of SE, Washington, DC, 20003

Same address – no problem

93

## Effective Use of EIV to Reduce Improper Payments

### Deceased Tenants Report

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### Deceased Tenants Report

- Identifies currently assisted deceased tenants as reported in SSA's Death Master File (DMF) and compared to tenant personal identifiers reported on the 50058
- Deceased tenants are removed from the report when:
  - The PHA transmits an updated 50058, which does not contain the previously identified deceased tenant in Section 3 of the 50058; or
  - HUD obtains updated and corrected information from SSA's DMF

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### Deceased Tenants Report (Continued)

- HUD obtains death information from SSA every month
- SSA-provided death information is posted in EIV by the 15<sup>th</sup> of each month
- Report is updated every Saturday with EIV's successful weekend summarization job
  - Deleted tenants from 50058s submitted since last weekend summarization job
  - Added or deleted tenants from SSA updates since last weekend summarization job

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## Deceased Tenants Report (Continued)

- PHAs are required to:
  - Comply with HUD requirements outlined in PIH Notice 2010-50
  - Monitor the Deceased Tenants Report on a monthly basis
  - Contact the next of kin or listed emergency contact to confirm death

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## Deceased Tenants Report (Continued)

- PHAs are required to:
  - If applicable, submit updated 50058 to remove deceased household members
  - If applicable submit EOP 50058
  - If applicable, terminate assistance and/or tenancy in accordance with HUD requirements

**Note:** 1<sup>st</sup> priority is deceased single member households

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## Deceased Tenants Report (Continued)

- PHAs are required to update the HUD-50058:
  - Single member households (and HOH with live-in aide): submit an EOP
  - Multiple member households: update family composition by removing deceased household members

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## Reminder:

- The HCV is **not transferrable** to individuals who were not a part of the household upon death of single household member

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## How to Generate the Deceased Tenants Report

- PHA users with the following assigned EIV roles can generate the Deceased Tenants Report:
  - PHA Occupancy – Application Processor
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the **Deceased Tenants Report** link from EIV's left navigation panel located under the **Verification Reports** header

101

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## How to Generate the Deceased Tenants Report (Continued)

### Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Disaster Tenant Information
- Identity Verification Report
- Immigration Report
- **Deceased Tenants Report**
- Income Discrepancy Report



102

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## How to Generate the Deceased Tenants Report (Continued)

- Select report criteria
  - Program Type, Reexamination Month, Household Type, Action Type, PHA
- Use system defaulted selections
- Click on the **Get Report** button
- EIV will display results

103

[illegible]

## How to Generate the Deceased Tenants Report (Continued)

Verification Reports >> Deceased Tenants Report >> Report Selection

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Select Program Type, Reexamination Month, Household Type and Action Type:

Program Type:

Reexamination Month:

Household Type:

Action Type:

Select Region:

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104

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## How to Generate the Deceased Tenants Report (Continued)

<a href="#">Notification Reports</a> > <a href="#">Decimated Tables Report</a> > <a href="#">Report Selection</a> > <a href="#">PMA Statistics</a>											
<a href="#">Decimated Tables Report</a> > <a href="#">Counts by Program Type</a> > <a href="#">All</a> > <a href="#">Interpretation Summary</a> > <a href="#">All</a>											
PMA	Total Number of Members	Total Number of Household Members	Household Members Decimated	% of Household Members Decimated	% of Single Members Decimated	Number of Single Members Decimated	Percent Decimated	Members Decimated	Members Not Decimated	Members Percent Decimated	Members Percent Not Decimated
	Count	Count	Count	%	Count	Count	%	Count	Count	%	%
<div> <div></div> <div>Country</div> </div>	4,551	10,708	4	0.04%	4	0.00%	0.00%	4	75.00%	0.00%	100.00%

[Printer Friendly Version](#)  
[Download to Excel](#)

1 of 8 Households

[Decimated Tables Report](#) >
[Report Selection](#) >
[PMA Statistics](#)

<a href="#">Decimated Tables Report</a> > <a href="#">Report Selection</a> > <a href="#">PMA Statistics</a>											
<a href="#">Decimated Tables Report</a> > <a href="#">Counts by Program Type</a> > <a href="#">All</a> > <a href="#">Interpretation Summary</a> > <a href="#">All</a>											
PMA	Total Number of Members	Total Number of Household Members	Household Members Decimated	% of Household Members Decimated	% of Single Members Decimated	Number of Single Members Decimated	Percent Decimated	Members Decimated	Members Not Decimated	Members Percent Decimated	Members Percent Not Decimated
	Count	Count	Count	%	Count	Count	%	Count	Count	%	%
<div> <div></div> <div>Country</div> </div>	4,551	10,708	4	0.04%	4	0.00%	0.00%	4	75.00%	0.00%	100.00%

[Printer Friendly Version](#)  
[Download to Excel](#)

1 of 8 Households

[Decimated Tables Report](#) >
[Report Selection](#) >
[PMA Statistics](#)

105

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## Effective Use of EIV to Reduce Improper Payments

### Identity Verification Report

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### Identity Verification Report

- Identifies tenants that:
  - Failed EIV Pre-Screening
  - Failed SSA Identity Test
  - Pending Verification
- Assists PHAs with identifying tenant personal identifiers which need to be corrected or updated on the 50058
- Identifies families who may not be eligible for assistance
- Identifies deceased tenants

107

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### Identity Verification Report (Continued)

- Assists with the availability of EIV income data
- PHAs are required to:
  - Comply with HUD requirements outlined in PIH Notice 2010-03
    - See pages 12-16 of notice
  - Monitor the Identity Verification Report on a monthly basis

108

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## Identity Verification Report (Continued)

- PHAs are required to:
  - If applicable, require family to provide updated information, official documentation and/or current documentation from SSA
    - i.e., birth certificate, state-issued identification card
  - Update 50058 with SSA-provided information
  - Update 50058 with tenant-provided information
  - If applicable, terminate assistance and/or tenancy in accordance with HUD requirements

109

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## How to Generate the Identity Verification Report

- PHA users with the following assigned EIV roles can generate the Deceased Tenants Report:
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the **Identity Verification Report** link from EIV's left navigation panel located under the **Verification Reports** header

110

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## How to Generate the Identity Verification Report (Continued)

### Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Disaster Tenant Information
- **Identity Verification Report**
- Immigration Report
- Deceased Tenants Report
- Income Discrepancy Report

111

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## Failed EIV Pre-Screening Resolution

- Failed Effective Date Check
  - Indication of 50058 with an effective date older than 15 months; submit updated 50058
- Failed SSN Check
  - Alternate ID or invalid SSN
  - If applicable, replace alternate ID with valid SSN
- Reminder:** HUD can **not** obtain income information for anyone with a PIC-generated alternate ID or an invalid SSN

115

## Failed SSA Identity Test

Verification Reports >> Report Selection >> PHA Statistics

**Failed EIV Pre-Screening Failed SSA Identity Test Pending Verification**

Failed SSA Screening as of 04/09/2011

Participant Code: \_\_\_\_\_

Program Type: All PHA Programs

Reexamination Month: All

Households that Failed Verification: 12

[Download to Excel](#)  
[Print Friendly Version](#)

1 of 12 Households

HUD ID#	HUD Name	HUD ID#	HUD Name	Project	SCAFFOLD 2010
Member ID#	Member Name	Member ID#	Member Name	Failed Verification Description	
525854	SEYELA	10/21/1999		Verification failed - SSN not found in SSA records 6	0
HUD ID#	HUD Name	HUD ID#	HUD Name	Project	SCAFFOLD 2010
Member ID#	Member Name	Member ID#	Member Name	Failed Verification Description	
HA254021	HA254021	08/07/2024		Verification failed - SSN not found in SSA records 3	0
000078	000078	08/07/2024		Verification failed - SSN not found in SSA records 3	1
HUD ID#	HUD Name	HUD ID#	HUD Name	Project	4080800001000000
Member ID#	Member Name	Member ID#	Member Name	Failed Verification Description	
95407	95407	02/11/1994		Verification failed - SSN not found in SSA records 3	1
81401	81401	07/28/2024		Verification failed - Surname matched, but date of birth did not match with SSA records 01/09/2001	
HUD ID#	HUD Name	HUD ID#	HUD Name	Project	L.B. PATTON APPL
Member ID#	Member Name	Member ID#	Member Name	Failed Verification Description	
HA254021	HA254021	10/21/1999		Verification failed - Date of birth matched, but surname did not match with SSA records	

116

## Failed SSA Identity Test Resolution

- Implement corrective action outlined on pages 13-16 of PIH Notice 2010-3
- If tenant continues to appear on Identity Verification Report after PHA implementation of corrective action, contact HUD Headquarters via email: [PIH.RHIIP.TA@HUD.GOV](mailto:PIH.RHIIP.TA@HUD.GOV), with a copy to the designated EIV Coordinators in your local HUD office.

117

## Pending Verification – No Results

Verification Reports >> [Report Selection](#) >> PHA Statistics

**Failed EN/ Pre-Screening Failed SSA Identity Test Pending Verification**

Pending Verification Report as of 04/09/2011

Participant Code:	
Program Type:	All
Reexamination Month:	All
Households with Pending Verification	0

No records found.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.  
Report Generated By: JESSIE WICKLE/F46208

118

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## Pending Verification

Verification Reports >> [Report Selection](#) >> PHA Statistics

**Failed EN/ Pre-Screening Failed SSA Identity Test Pending Verification**

Pending Verification Report as of 04/09/2011

Participant Code:	
Program Type:	All
Reexamination Month:	All
Households with Pending Verification	10

Download to Excel

Print/Friendly Version

1 to 10 of 10 Households

HCN S/N ***-**-**** (HCN Home State)	(HCN DOB 04/17/1948) (Project)	CAPITOL TERRACE
Member S/N ***-**-****	Member Name Shelia	Member DOB 04/17/1948
HCN S/N ***-**-**** (HCN Home State)	(HCN DOB 12/15/1952) (Project)	WHEAT CREEK
Member S/N ***-**-****	Member Name Linda	Member DOB 12/15/1952
HCN S/N ***-**-**** (HCN Home State)	(HCN DOB 03/01/1949) (Project)	CAPITOL TERRACE
Member S/N ***-**-****	Member Name Shelia	Member DOB 03/01/1949

119

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## Pending Verification Resolution

- **No action required** by PHA
- HUD will send tenant personal identifiers to SSA with next regularly scheduled SSA data matching process

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## Effective Use of EIV to Reduce Improper Payments

### Immigration Report

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### Immigration Report

- Assists PHAs with effective monitoring of:
  - PHA and tenant compliance with SSN disclosure and reporting requirements
  - Implementation of prorated assistance for mixed families
- Assist PHAs with follow-up with tenants that are:
  - Pending verification of citizenship/immigration status (as reported on 50058)
  - Eligible citizens or non-citizens with an assigned alternate ID who need to disclose SSN

122

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### Immigration Report (Continued)

- PHAs are required to:
  - Comply with requirements outlined in HUD EIV Tip Sheet (ETS) distributed in March 2010
  - Monitor the Immigration Report on a monthly basis
  - Update the 50058 with information provided by:
    - Tenant
    - SSA
    - DHS

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## Immigration Report (Continued)

- PHAs are required to:
  - If applicable, require family to provide updated information and/or current documentation from SSA or DHS
  - If applicable, for mixed families, pro-rate assistance
  - If applicable, terminate assistance and/or tenancy in accordance with HUD requirements

124

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## How to Generate the Immigration Report

- PHA users with the following assigned EIV roles can generate the Immigration Report:
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the **Immigration Report** link from EIV's left navigation panel located under the **Verification Reports** header

125

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## How to Generate the Immigration Report (Continued)

### Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Disaster Tenant Information
- Identity Verification Report
- **Immigration Report**
- Deceased Tenants Report
- Income Discrepancy Report

126

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## How to Generate the Immigration Report (Continued)

- Select report criteria
  - Program Type, Reexamination Month, Action Type, PHA
- Use system defaulted selections
- Click on the **Get Report** button
- EIV will display results

127

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## How to Generate the Immigration Report (Continued)

Verification Reports >> Immigration Report >> Report Selection

Select Program Type, Reexamination Month and Action Type:

Program Type:

Reexamination Month:

Action Type:

Select Region:

☐ PHA

128

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## How to Generate the Immigration Report (Continued)

PHA Immigration Report: Household Statistics for Program Type: All for Reexamination Month: All as of 04/01/2011							
PHA	Number of Households (Excluding EOP)	Households with PHC assigned AL 1 B	Percentage of Households with PHC assigned AL 1 B	Households with Indefinite Residency	Percentage of Households with Indefinite Residency	Households with Pending Verification	Percentage of Households with Pending Verification
PHC assigned	1,114	3	0.27%	1	0.09%	0	0.00%

PHA Immigration Report: Household Statistics for Program Type: All for Reexamination Month: All as of 04/01/2011							
PHA	Number of Households (Excluding EOP)	Household Members with PHC assigned AL 1 B	Percentage of Household Members with PHC assigned AL 1 B	Household Members with Indefinite Residency	Percentage of Household Members with Indefinite Residency	Household Members with Pending Verification	Percentage of Household Members with Pending Verification
Pending Pending	2,171	3	0.14%	1	0.05%	0	0.00%

Online Estimate Values  
Download to Excel

1 to 2 of 2 Households

PHC 1000 - 2010 / 2010 House Member			
Member ID	Member Name	Member ID	Eligibility Status
1000-1000-1000	AL 1 B	1000-1000-1000	Eligible - Citizen

PHC 1000 - 2010 / 2010 House Member			
Member ID	Member Name	Member ID	Eligibility Status
1000-1000-1000	PHC 1000	1000-1000-1000	Eligible - Citizen

PHC 1000 - 2010 / 2010 House Member			
Member ID	Member Name	Member ID	Eligibility Status
1000-1000-1000	PHC 1000	1000-1000-1000	Eligible - Citizen

129

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## Effective Use of EIV to Reduce Improper Payments

### Use of Income Report

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## Income Reports

- Purpose of accessing Income Report:
  - Streamline income verification process
  - Identify new income sources
    - Unreported or underreported income
  - Observe historical pattern of earned and unearned income
  - Confirm that personally identifiable information (PII) match PII contained in SSA database
    - SSN, Name, Date of Birth, and Death Status
  - Reduce administrative and subsidy payment errors

131

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## Income Reports (Continued)

- PHAs are required to:
  - Comply with HUD requirements outlined in PIH Notice 2010-19
  - Review the Income Report during all reexaminations of family income & composition
  - Obtain income documentation from tenant
  - If necessary, obtain 3<sup>rd</sup> party verification from income source
  - Resolve all income discrepancies with the family
  - Maintain Income Report in tenant file
  - Electronic retention of Income Report is permissible

132

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## How to Generate the Income Report

- PHA users with the following assigned EIV roles can generate the Income Report:
  - PHA Occupancy – Voucher
  - PHA Occupancy – Public Housing
- Click on the **By Head of Household** (single Income Report) or **By Reexamination Month** (multiple Income Reports) link from EIV's left navigation panel located under the **Income Information** header

133

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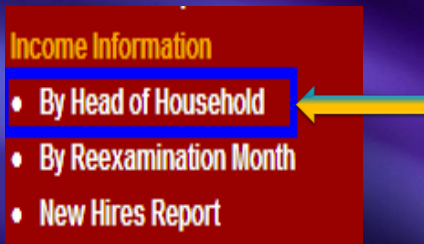
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## How to Generate the Income Report – Single



134

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## How to Generate the Income Report – Single (Continued)

- Enter data in one or a combination of the following data fields
  - HOH SSN; or
  - HOH last name
    - Begins with (specify a minimum of 3 letters); or
    - Exact match
  - HOH date of birth
- Click on the **Search** button
- EIV will display results

135

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## How to Generate the Income Report – Single (Continued)

Income Information >> By Head of Household

Enter one or a combination of the following fields and click Search to retrieve household income data:

Enter Head of Household's Social Security Number:  -  -

Enter Head of Household's Last Name:  exact match

Enter Head of Household's Date of Birth (mm/dd/yyyy):

Select a Participant Code: NY005 - New York City Housing Authority

[Search](#)

136

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## How to Generate the Income Report – Single (Continued)

Income Information >> By Head of Household >> Income Report

Printer-Friendly Version

Summary Report	Certification Page	Income Report	Income Discrepancy Report
<b>Wage and Benefit Report for Household of bmlsgmz ZVILX</b>			
PHA Code:	NY005	Program Type:	Sec 8 Vouchers
PHA Name:	NY005 New York City HA	Project:	
Annual Reexamination Date:	11/01/2010	Form 50058 as of:	11/05/2009
Address:	ok mihivuuvq 818 1 pilb divm NY 44489043		
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	11/01/2009
Head of Household: bmlsgmz ZVILX			
Social Security Number:	***-**-****	Date of Birth:	XX/XX/1981
<a href="#">Print Member Information</a>			
Household Member:	bmlsgmz ZVILX	SSN:	***-**-****
Date of Birth:	XX/XX/1981	Relationship:	Head
<b>Employment Information</b>			
Hire Date	Hire State	FEIN	Employer Name and Address
			Date Received by EIV

137

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## How to Generate the Income Report – Single (Continued)

Income Information >> By Head of Household >> Search Results

**Search Results for Date of Birth 20/00/1971 under Participant Code**

Click the head of household's name to view the Head of Household Summary Report page. The month and day values in the Head of Household Date of Birth field have been masked for security reasons.

1 - 1 of 1 Households

Head of Household First Name	Head of Household Last Name	Head of Household Date of Birth	Unit Address
Kimberly		20/00/1971	28154 County Road

1 - 1 of 1 Households

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

138

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## How to Generate the Income Report – Multiple

### Income Information

- By Head of Household
- By Reexamination Month
- New Hires Report



139

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## How to Generate the Income Report – Multiple (Continued)

- Select report criteria
  - Program Type, Reexamination Month, PHA
- Click on the **Search** button
- EIV will display Reports Summary
- Click on **Income Report** link

140

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## How to Generate the Income Report – Multiple (Continued)

Income Information >> By Reexamination Month

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Select Program Type, Reexamination Month and Participant Code. Click Search to retrieve reports summary:

Select Program Type:

Select Reexamination Month:

Select Participant Code:

141

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## How to Generate the Income Report – Multiple (Continued)

Income Information >> **By Reexamination Month** >> Reports Summary

Select Program Type and Reexamination Month. Click Search to retrieve reports summary:

Select Program Type: All PH Programs

Select Reexamination Month: September

Select Participant Code: ALB33-HALEYVILLE

Search

Summary Reports as of September 10, 2010		
Report Type	Number of Households	Number of Members
Income Report	12	13
New Hires Report	0	0
Income Discrepancy Report	0	0
Failed Verification Report	0	0
Failed EVI Pre-Screening Report	0	0
No Income Report	1	2

Note: The report (s) links will not be active because of any of the following reasons:

- The number of households for display is more than the specified limit when PH is selected in the reexamination month.
- If the number of households is Zero (0).

142

## How to Generate the Income Report – Multiple (Continued)

- Income Summary Reports page displays
  - Summary Reports tab
  - Detail Reports tab
- Select letter of HOH's last name or **All** to display Income Report results
  - System default displays income report results for HOH's last name that begins with the letter "A"
- Select **Detail Reports** tab to access detail Income Reports

143

## How to Generate the Income Report – Multiple (Continued)

Income Information >> **By Reexamination Month** >> Reports Summary >> Income Report Summary

**Income Report Summary**

Participant Code: AL053-HAULTON

Program Type: All PH Programs

Reexamination Month: March

Households With Income: 3

Download in Excel  
Printer Friendly Page with IDN

Search By HOH Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

1 - 3 of 3 Households

Summary Reports		Detail Reports				
HOH ID#	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
AL053-28278	Don	BOGHEVIT	02/09/1970			4700 N. Highway 922 S.E., HAULTON, AL 344447952
AL053-28278	Don	BOGHEVIT	02/09/1970			4700 N. Highway 922 S.E., HAULTON, AL 344447952
AL053-28278	Don	BOGHEVIT	02/09/1970			4700 N. Highway 922 S.E., HAULTON, AL 344447952

144

## Effective Use of EIV to Reduce Improper Payments

Income Discrepancy Resolution Using  
Income Report

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## Income Discrepancy Resolution

- Effective 05/02/2011, the Income Discrepancy Report will no longer be available to PHAs
- PHAs are required to:
  - Comply with HUD requirements outlined in HUD regulations (24 CFR 5.236) & PIH Notice 2010-19
  - Review the Income Report and resolve any disparities between tenant-reported and EIV-reported income information
  - If applicable, update the 50058
  - If applicable, determine family's underpayment of rent

146

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## Income Discrepancy Resolution (Continued)

- PHAs are required to:
  - Demand repayment of retroactive rent resulting from family's non-disclosure of complete and accurate income information
  - Take any other appropriate action as directed by HUD and/or the PHA's administrative policies

147

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## Income Discrepancy Resolution - Case Study

- See Case Study included in training handouts

148

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## Effective Use of EIV to Reduce Improper Payments

### Debts Owed to PHAs & Terminations Module

\*\*\*See September 23, 2010, PIH EIV training materials for additional detailed guidance on how to use this module \*\*\*

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## Debts Owed to PHAs & Terminations

- PHAs are required to:
  - Comply with HUD requirements outlined in EIV training materials and/or other HUD guidance
  - Provide form HUD-52675: *Debts Owed to PHAs & Terminations* to all adult applicants and participants - one time only
    - At next interim or annual reexam, require individuals who reach the age of 18 to sign the form and provide copy of the form to individual
  - Enter applicable adverse information for all families that end participation in rental assistance program, whether voluntarily or involuntarily

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## Debts Owed to PHAs & Terminations (Continued)

- PHAs are required to:
  - Maintain copy of signed or mailed form HUD-52675 in applicant and tenant file
  - Mail form to last known address of former tenant, for whom the PHA will report adverse information in EIV, and has **not** previously provided the family with form HUD-52675
    - On signature line indicate "Mailed to last known address"; and on date line, record date form was mailed
  - Maintain copy of form mailed to former tenant's last known address in tenant file

151

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## Debts Owed to PHAs & Terminations (Continued)

- PHAs are required to:
  - Provide family with their Debt Owed to PHA and EOP report, upon request
  - Honor tenant disputes of reported adverse information for a period not to exceed 3 years from EOP date
  - Notify tenant in writing of the PHA's action regarding the dispute within 30 days of receipt of written dispute

152

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## Effective Use of EIV to Reduce Improper Payments

Debts Owed to PHAs & Terminations Module  
Enter/Update Information

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## Debts Owed to PHAs & Terminations

- PHAs are required to:
  - Enter adverse information within 60 days of EOP date
  - Update erroneous information entered into EIV
  - PHAs must eliminate backlog of pending EOP records by **12/31/2011**
    - Delete or enter adverse information for all EOP records with an EOP date between **June 2008 and April 2011**
  - Maintain tenant file documentation for 3 years after the EOP date

154

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## Debts Owed to PHAs & Terminations (Continued)

- **Only** PHA users with the following assigned EIV roles can enter/update and delete adverse information:
  - Program Administrator– Voucher
  - Program Administrator– Public Housing
- Addition of the above roles must be approved by your agency's EIV User Administrator & the EIV Coordinator in your local HUD office
- Complete and submit form HUD-52676 to your local HUD office

155

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## Debts Owed to PHAs & Terminations (Continued)

- EIV copies PIC EOP records daily
- Only EOP records from June 2008, and later are imported into EIV
- PHAs can **not** report adverse information for families that left the program prior to June 2008
- PHAs can **not** add EOP records dated prior to June 2008 into EIV

156

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## Debts Owed to PHAs & Terminations (Continued)

- To enter adverse information by SSN, click on the **By SSN** link from EIV's left navigation panel located under the **Enter/Update Information** sub-header under the **Debts owed to PHAs Terminations** header

157

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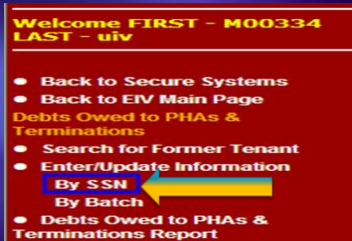
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## Debts Owed to PHAs & Terminations Enter/Update Information by SSN



158

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## Debts Owed to PHAs & Terminations (Continued)

- To enter adverse information by batch, click on the **By Batch** link from EIV's left navigation panel located under the **Enter/Update Information** sub-header under the **Debts Owed to PHAs Terminations** header
- Click either the **enter information** or **edit information** link to enter/update adverse information

159

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### Debts Owed to PHAs & Terminations (Continued)

- **Enter Information** link is displayed for EOP records which have never been accessed or entered/edited for reporting adverse information
- **Edit Information** link is displayed for EOP records which have been accessed previously and adverse information has been entered
- See screenshot on page 46

160

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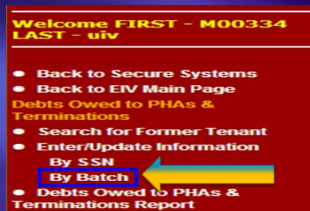
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### Debts Owed to PHAs & Terminations Enter/Update Information by Batch



161

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### Available EOP Statuses

- Failure to pay retroactive rent\*
  - Failure to pay rent\*
  - Failure to pay other charges\*
  - Failure to complete annual reexam
  - Criminal Activity – Drugs
  - Criminal Activity – Sex Offender
  - Criminal Activity – Violent
- \*User must select a “Failure to Pay” EOP status when reporting a debt owed amount

162

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### Available EOP Statuses (Continued)

- Lease Violations
- Unit Abandoned/Vacated with No Notice
- Non-compliance with Program Requirements
- Failure to Report Income
- Family Evicted
- Debt Owed Paid in Full

163

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### Effective Use of EIV to Reduce Improper Payments

Debts Owed to PHAs & Terminations Module  
Delete Information

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### Debts Owed to PHAs & Terminations Delete Information

- PHAs are required to:
  - Delete only EOP records for which there is no adverse information to report
    - Delete only:
      - EOP records for which no adverse information needs to be reported
      - Reported erroneous adverse information
- Do **NOT** delete records of families who paid debt in full
- Deleted records are permanently deleted

165

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### Debts Owed to PHAs & Terminations Delete Information (Continued)

- Place a checkmark in the **Delete** checkbox next to the applicable EOP records to flag for deletion
- Click on the **Delete** button
- The system will prompt you **twice** to confirm your desire to delete the selected EOP records
- When you confirm deletion of the selected EOP records, EIV will delete the records

166

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### Debts Owed to PHAs & Terminations Delete Information (Continued)

- See screenshots on page 48 - 49 to view deletion checkbox column
- You may delete 50 records at one time by clicking on the **Select All** button
  - Click on **Deselect All** if you do not wish to delete all EOP records

167

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### Debts Owed to PHAs & Terminations Delete Information (Continued)

- EIV will highlight the EOP record and display the last name of each selected EOP record flagged for deletion below the **Delete**, **Select All**, and **Deselect All** buttons
  - See screenshot on page 47 or 48
- EIV will display a blank debt/adverse record if the EOP family is not deleted or updated with debt owed and/or adverse information

168

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## Effective Use of EIV to Reduce Improper Payments

### Debts Owed to PHAs & Terminations Report

### Debts Owed to PHAs & Terminations Report

- The report includes:
  - PHA Statistics (top statistics table)
  - List of reported tenants (bottom table)
  - Details of debt owed and/or termination information for tenant
    - Click the hyperlink associated with household to view details

170

### Debts Owed to PHAs & Terminations Report (Continued)

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> Report Statistics >> PHA Statistics

PHA Statistics as of 08/01/2009				
Office	CAG14 County of San Mateo Housing Authority			
Program Type	PHS	Public Housing	Section 8	
Number of Reported EOP Families	3,038	0	3,038	
Number of Reported Families with Debts Owed to PHAs & Terminations	10	0	10	
Percentage of Reported Families with Debts Owed to PHAs & Terminations	0.33%	0.00%	0.33%	
Total Amount of Debt Owed to PHAs	\$88,918.00	\$0.00	\$88,918.00	

Download in Excel  
Printout of Family Statistics

1 of 18 of 20 households

Download in Excel Printout of Family Statistics				
Download in Excel Printout of Family Statistics				
HOUSE	HOUSE NAME	Debt Owed to PHA	Bankruptcy	Reason for Termination
PHS10001	FRANCIS, CONNOR	\$0.00	No	Failure to complete annual report
PHS1002	GARCIA, JEROME A. II	\$100.00	No	Failure to pay retroactive rent
PHS1004	ZON, STEPHEN V	\$88,918.00	Yes	Failure to pay other charges
PHS1006	BROWN, MICHAEL	\$888.00	No	Failure to pay other charges; Failure to complete annual report; Criminal activity - Sex Offense
PHS1008	LOPES, JOE	\$100.00	No	Failure to pay other charges
PHS1009	BROWN, VANCE	\$888.00	No	Failure to pay retroactive rent; Failure to pay rent; Failure to pay other charges
PHS10010	COOPER, GARY	\$1,000.00	No	Failure to pay other charges; Failure to complete annual report
PHS1004	HARRINGTON, JONAS	\$888.00	No	Failure to pay other charges
PHS1005	FRANCIS, CONNOR	\$0.00	No	Failure to complete annual report

171



## Debts Owed to PHAs & Terminations Report

- The report contains statistics and details of only entered adverse information reported by your agency
- The report will be blank if your agency has not entered any adverse information into EIV

172

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## EIV Questions & Answers Session

Ask HUD...

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## Future EIV Inquiries

Contact the EIV Coordinator in your local HUD

Additional assistance is available from the  
National EIV Coordinator (HUD Headquarters)  
PIH EIV system issues: [EIV\\_HELP@HUD.GOV](mailto:EIV_HELP@HUD.GOV)  
PIH EIV policy issues: [PIH.RHIIP.TA@HUD.GOV](mailto:PIH.RHIIP.TA@HUD.GOV)

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